Quantity Purchase Agreement Qty Purchase Agreement QPA Number With The State Of Indiana 000000000000000000019106

Vendor OFFICE DEPOT INC

Remit to:

Effective Date: 06/01/2018 **Expiration Date:** 05/31/2020 Agency Number:

000000000000000000019106

Facility: ASA-17-059 Vendor ID: 0000013851

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Office Supplies, Ink & Toner

Vendor Telephone Nbr: Name Of Contact Pers:

Contact Email: **FAX Number:**

Requisition Nbr.:

Name and Address of Vendor:

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number Quantity UNIT **Article and Description Unit Price**

QPA# 19106

Commodities: Office Supplies, Ink, & Toner

Contractor: Office Depot INC

IDOA Contract Manager: Kari Jagars KJagars@idoa.IN.gov

Vendor Contact: Rob Cockrum

Rob.cockrum@officedepot.com

Vendor Customer Service: Stateofindiana@officedepot.com

This is an award of a Quantity Purchase Agreement for office supplies, inkjet and toner products for all state agencies.

All item prices include delivery, shipping, service and administrative costs required to provide delivery to all State locations. The vendor has agreed to extend the pricing terms of this contract to all local governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc.), K-12 schools and libraries through the OneIndiana Initiative.

The vendor will provide an online catalog through PeopleSoft known as the punch out site. Therefore, you must enter all purchases (regardless of dollar amount) in PeopleSoft, in the purchasing module.

The vendor shall use reasonable best efforts to provide next business day delivery for orders placed by 5:00 pm local time on the previous day. Orders will be dispatched to the vendor electronically from PeopleSoft at 5:00pm local time. Please make sure your PO is successfully transmitted when the state of the PO is "Dispatched."

Office Supply Categories:

Adhesives, Badge, Batteries, Binders, Binding Supplies, Bookend, Breakroom Supplies, Calculator, Cash Handling, Chalk, Cleaning Supplies, Clipboard, Clips, Computer-related Supplies, Copy Paper, Correction Supplies, Desk/Office Accessories, Dry Erase Supplies, Easel Pad, Envelope, Eraser, Folder, Index Card, Key Tag, Labels, Label Tape, Laminating Supplies, Liftoff Tape, Machine/Printing Roll, Magnet, Mailer, Marker, Moistener, Paper Products/Notebooks, Pen, Pencil, Supplies, Photo Supplies, Presentation Supplies, Punch, Push Pin, Redi-Tag, Report Cover, Ribbons, Rubber Bands, Rubber Finger, Ruler, Scissor, Self-Stick Notes, Sheet Protectors, Shredder/Supplies, Stamp/Supplies, Staplers/Supplies, Storage Boxes, Tack Board, Tape, Tray, Trimmer, Wastebasket

Toner Categories:

Original Equipment Manufacturer, Functional Equivalent, Remanufactured

The following UN/CEFACT Unit of Measure Common Codes are used in this document:

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Name and Address of Vendor:

 Qty Purchase Agreement QPA Number
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Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number Quantity UNIT Article and Description Unit Price

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204			

Telephone: (317) 232-3150